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PERSONNEL

## THE AGENCY PERSONNEL QUALIFICATIONS RECORDS SYSTEM

1. The Agency Personnel Qualifications Records System is a personnel management tool developed to assist Agency managers in the better utilization, development and management of their employees. All Agency managers should be aware of the scope and content of the system and its capability to assist in determining the qualifications of on-board employees to meet ad hoc or anticipated requirements for qualified personnel.

2. The Personnel Qualifications Records System was developed by the Office of Personnel to permit the central recording, filing and retrieving of an employee's biographic data, including education, language skills, Agency and pre-Agency work experience, patents, copyrights, and hobbies, that may be of interest to the Agency. A comprehensive record for each employee is updated annually, or as required, and stored on computer tape for rapid retrieval.

3. The Personnel Qualifications Register, a product of the Personnel Qualifications Records System, provides a rapid and efficient summarization of data on employee experience and qualifications. As a consequence, it can assist Agency managers in identifying employees possessing special combinations of experience and skills needed for particular requirements; in identifying on-board personnel qualified or eligible for assignment to new positions or to positions offering career development; and in reducing the costs and delays associated with external recruitment. The Qualifications Records System is an

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integral part of the Agency's personnel management records system. It can be used for statistical and manpower studies, and it possesses the potential basis for the identification of affinity groups. Studies are being conducted to use its data base for computer produced Biographic Profiles.

4. For more information or assistance, please contact the Qualifications Analysis Branch, extension 3641. Written requests should be addressed to the Office of Personnel, Qualifications Analysis Branch, Room 636, Chamber of Commerce Building.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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